



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

COOK  
SENIOR COOK

Class No. 006411  
Class No. 006410

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■ CLASSIFICATION PURPOSE

To prepare and serve food in a county facility or institution; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in these classes are found in county detention facilities or hospitals and perform both baking and cooking duties. In detention facilities inmates may be assigned to the kitchen area to assist with housekeeping and simple food preparation duties. In such settings Cooks and Senior Cooks may inspect, direct, or lead their work.

Cook:

This is the journey-level class in the Cook class series. Under general supervision. Cooks independently cook and/or bake food for large numbers of people on an assigned shift. Incumbents in this class assist the next higher-level classes, Senior Cook and Food Services Supervisor, in supervising and coordinating the preparation, cooking, and serving of food. This class is distinguished from the next lower class, Food Services Worker, in that Food Services Workers are primarily assigned cleaning duties and simple cookery in the kitchen.

Senior Cook:

This is the lead-worker class in the Cook class series. Under general supervision, Senior Cooks are responsible for the operation of a kitchen facility on an assigned shift, including the preparation of meals and the technical direction and training of other food services personnel assigned to the same shift. This class differs from the next higher class, Food Services Supervisor, in that Food Services Supervisors are responsible for the complete operation of a particular food service unit.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Cook

Essential Functions:

1. Prepares vegetables, salads, beverages, meat, main courses, soups, sauces and desserts.
2. Bakes bread, rolls, pies, pastries, cakes and cookies.
3. Cooks following diet menus portioning quantities according to given regular and modified diet.
4. Checks and operates all equipment used in preparation of food and cleaning.

Non-Essential Functions:

1. Cuts carcass beef and veal into wholesale cut.
2. Dejoins poultry.
3. Scales and cleans fish.
4. Prepares organ meats.
5. Slices cold cuts.

6. Reheats food.
7. Receives, stores and signs for food and supplies delivered.
8. Keeps simple records including inventory.
9. May act as Food Service Worker or Senior Cook as needed.
10. Assists in training and supervising of others working in food service.

#### Senior Cook

##### Essential Functions:

All the duties listed above and

1. Coordinates, trains, and supervises employees and other workers in the preparation of meals on a shift.
2. Assists in training and supervising others working in food services.

##### Non-Essential Functions:

1. May act as a Food Services Supervisor or Cook as needed.

### ■ KNOWLEDGE, SKILLS AND ABILITIES

#### Knowledge of:

- Food sanitation, cleaning, and safety procedures.
- Food cleaning and preparation.
- Equipment operation and procedures.
- Practices, methods, and equipment used in preparing, cooking, and serving larger quantities of food.
- Common weights and measures used in cooking such as ounces, pounds, and quarts.
- Preparation of large quantities of food.
- Proper food storage procedures.
- Food portion measurement and control.
- Special diets in medical facilities.
- Supervision and training techniques.

#### Skills and Abilities to:

- Read and understand recipes, instructions, and labels in English.
- Keep simple records.
- Keep kitchen in sanitary condition.
- Perform basic arithmetic necessary to measure and prepare food.
- Prepare large quantities of food.
- Cook and bake large quantities of food in an industrial kitchen.

#### Senior Cook (in addition to the above):

- Provide technical training and direction to subordinates and/or inmates on a shift.
- Work with adult/juvenile inmates in a correctional facility.

### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

#### Cook:

1. Two (2) years as a Food Service Worker in the County of San Diego or an equivalent public agency; OR,
2. Eighteen (18) months of experience performing food preparation duties for 400 people or more per meal, AND completion of any college-level course in Quantity Cookery or Therapeutic Diets; OR,
3. Two (2) years of experience performing food preparation duties for 400 people or more per meal.

#### Senior Cook:

1. Two (2) years of experience as a cook in the County of San Diego, or in a large institutional kitchen preparing food for 400 persons or more per meal. Experience must have included preparing food and baking, as well as at least six (6) months supervising kitchen staff; OR,
2. Eighteen (18) months of experience as a cook in a large institutional kitchen preparing food for 400 persons or more per meal, AND completion of any college-level course in Quantity Cookery or Therapeutic Diets. Experience must have included preparing food and baking, as well as at least six (6) months supervising kitchen staff.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

Stands for prolonged periods on concrete floor. Incumbents use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 50 pounds, and occasionally weighing up to 70 pounds.

At the Central Production Center, Cooks and Senior Cooks must be able to lift 16-pound bags of food over their shoulder onto a conveyer belt for up to 7 hours per shift.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

Incumbents filling positions assigned to Probation forestry camps will be required to possess a California class B driver's license, which must be maintained throughout employment in that position.

##### Certification/Registration

Possession of a Food Handler's Certificate, or the ability to obtain a Food Handler's Certificate is required prior to appointment.

##### Working Conditions

Evening, weekend, and holiday work may be required. In correctional facilities may work with or around inmates.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

##### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

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**Reviewed: Spring 2003**  
**Revised: October 27, 2003**

Cook (Class No. 006411)  
Senior Cook (Class No. 006410)

Union Code: FS  
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Variable Entry: N  
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